



# CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2017

## **I. PUBLIC WORKS & ENGINEERING:**

### **ENGINEERING**

#### **Transportation Capital Projects**

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Staff is working to adjust bid documents and will re-advertise shortly.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Preliminary engineering work and surveying work on-going.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary engineering and environmental work has begun.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Construction work on Williamsburg has commenced.
- ***Dupuy Avenue Modernization, UPC 101287*** – Awaiting state/federal authorization to advertise for construction bids or notice of remaining prerequisites for authorization.
- ***Lakeview Avenue Modernization, UPC 101288*** – VDOT is finalizing review of the 90% plan submittal. To-date, fourteen (14) property owners have been compensated for property access. Final negotiations are underway.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Preliminary Engineering will be completed by on-call contract consultant.
- ***2016-2017 Pavement Preservation*** - Contract awarded to Blakemore Construction. Construction has commenced.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533*** – Requests for proposal (RFP) is currently being drafted.
- ***Mallard Drive Reconstruction, UPC 107093*** – Preliminary engineering has commenced.
- ***Stratford Drive Reconstruction, UPC 107092*** – Preliminary engineering has commenced.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – An RFP will be drafted and sent for proposals.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans are being revised and need to be resubmitted to VDOT for review. On 1/27/17, VDOT advised that due to remaining prerequisites, the earliest timeframe for federal authorization would be mid-May 2017 and could be as late as January 2018.
- ***Improvements on Conduit/Ellerslie Drive – UPC 108646*** – Design work to commence once expenditure account is authorized.

#### **Utilities Capital Projects**

- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Sewer Betterment – Temple Ave Roundabout Project*** – Sewer betterment plans have been approved by City. Construction has commenced.
- ***Nantucket Drainage*** – Design in process
- ***Hemlock Drainage*** – Design in process

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Plan Reviews**

- SRMC-FSED Preliminary Plan – Plan submitted 4/11, review comments provided 4/25
- Southlake IV, Lot 7 Preliminary Plan – Plan submitted 4/12, review comments provided 4/17
- Prospect Heights Vacation Lot Lines Final Plat – Plat submitted 4/14, comments provided 4/26
- Appomattox River Greenway Trail Phase 4 – review comments provided 4/21 to consultant
- Hrouda Pump Station Improvements – review comments provided 4/21

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### **Right-of-Way Permits**

- Issued six (6) permits and closed three (3) permits for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 71 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

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### **Vegetation**

- Removed litter from (03) locations and responded to (03) dead animal requests.
- Cut grass/trimmed at (45) locations.
- Sprayed for high weeds/grass at (16) locations.
- Trimmed tree limbs/bushes at (02) locations and responded to (02) miscellaneous tree requests.
- Removed a large tree limb that was broken by Recycling truck on Pinehurst Avenue.
- Removed a tree limb from street at (01) location.
- Removed a tree that fell in street on Newcastle Drive.
- Placed gravel in alley behind West Westover Avenue.
- Assisted with Adopt-A-Roadway event on April 29, 2017.

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### **Recycling Center**

- 442 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

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### **Storm Water and Drainage**

- Cleaned (43) catch basins/curb inlets, drainage ditch at (03) locations, drainage pipe at (02) locations and responded to (04) drainage miscellaneous requests at (02) locations.
- Repaired catch basin walls and floor on Battery Place.
- Placed gravel in sinkhole at (02) locations.
- Extended 10' of driveway pipe and poured concrete around joint in front of mailbox on Spring Drive.
- Sweeper collected (216) cubic yards of debris from (92) streets.
- Concrete Crew replaced (7.8) feet of Curb and Gutter at (03) locations and (32) feet of Curb and Gutter at (05) locations due to Utilities Division Sewer/Water line repairs and Storm water repairs to Catch Basins.

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### **Transportation**

- Placed Asphalt in (186) potholes, (09) low area, (02) shoulders, (03) driveway and (07) utility cuts.
- Removed (03) dump truck loads of construction debris from Public Works Complex to Old Landfill Area 6.
- Assisted Traffic Engineering resetting a light pole near Wells Fargo on Boulevard and removing a sign at Temple Avenue and I-95.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and equipment.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Wastewater Utility**

- Responded to (09) sewer backups and (05) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (02) locations.
- Installed sewer cleanout at (02) locations.
- Repaired sewer lateral at (03) locations and sewer main at (01) location.
- Flushed sewer main to unstop line at (10) locations.
- Raised cleanout at (01) location and lower cleanout at (01) location.
- Cleaned dry well and drains and greased upper and lower bearings on grind hog at Main Pump Station.
- Cleaned debris from wet well with flusher truck at Hrouda, Charles Dimmock, Dunlop Farms and Conjurers Neck Pump Stations.
- Placed gravel in a Utility cut at (03) locations.
- Continue monitoring all pump stations and methane pump daily.

### **Water Utility**

- Replaced (11) meters, (01) meter box and responded to (02) water miscellaneous requests.
- Repaired a water service line at (03) locations and a main line break at (01) location.
- Repaired a meter leak at (02) locations.
- Disconnected yard hydrant and relocated water meter and box away from sidewalk at Animal Shelter.
- Placed topsoil around Fire Hydrant on Snead Avenue.
- Turned water off at street at (01) location due to a private leak in business and turned on water after hours because Citizen had paid bill but water was not turned back on.
- Performed water pressure test for a contractor at (01) location.
- Cleaned meter box for Utility Billing at (01) location.
- Backflow/Cross Connection Technician conducted (70) surveys, (28) completed and (42) incomplete and performed (16) hours 811 (formerly Miss Utility) locating.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Performed bacterial sample and disinfected by-products and sent these to Richmond lab for testing.
- Continued testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (233) man-hours.
- Public Works Technician interviews will begin on May 4, 2017.

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

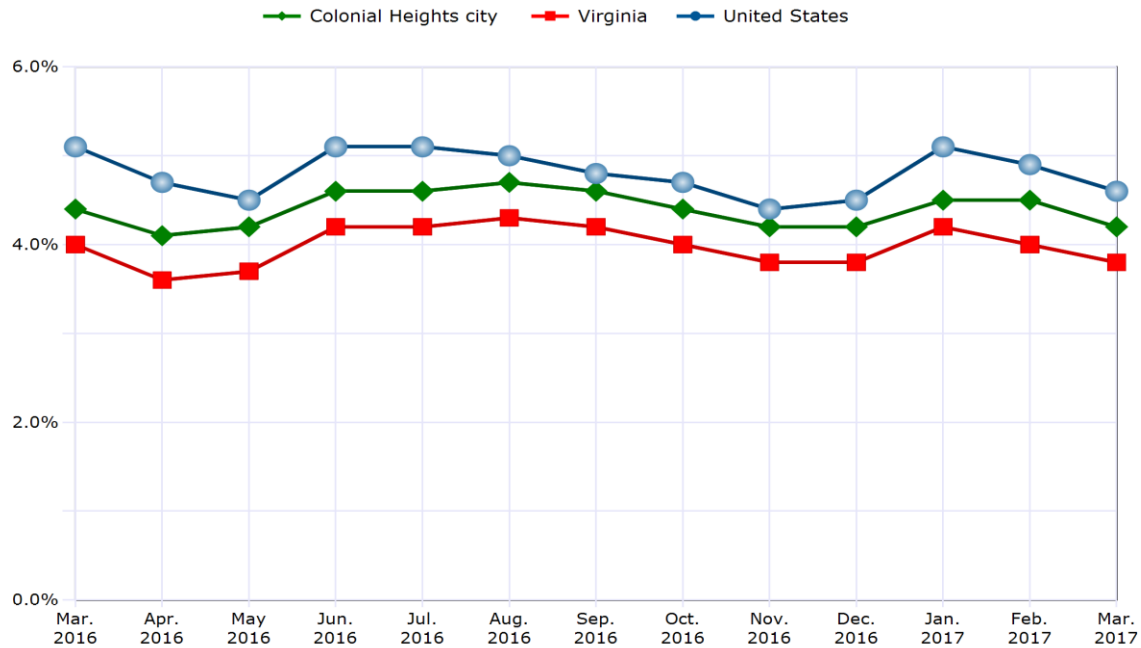
- The month of April was a productive month in all divisions. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- The planning and zoning division worked on multiple new and continuing projects. The director reviewed a preliminary subdivision plat which resubdivides Lot 7 of East Roslyn Farm Section 3, Southlake IV, and a preliminary site plan that proposes a development of a freestanding emergency department by Southside Regional Medical Center on the resubdivided lot. The director worked with the economic development director in regards to a company looking at two site locations. He also communicated with a few companies seeking to install monopoles for the purpose to rent space to wireless communication companies. The assistant director worked on the last few emergency home repair projects while also focusing on the CDBG Annual Action Plan which begins July 1, 2017. She prepared for an upcoming environmental review by HUD to be conducted in May. The assistant director attended a training course on environmental review in Richmond. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.
- The code enforcement division saw an overall increase in total inspections during the month of April. There was a noticeable increase in violations regarding tall grass while still observing other city code violations. This division continues to be proactive in enforcing city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- The building inspections division saw an increase in inspections issued during the month. The division had a significant increase in permits issued for residential additions and alterations. The building official and building inspector appeared in court for two separate cases involving violations to the Virginia Uniform Statewide Building Code.
- The spreadsheet below depicts the department's monthly and year-to-date statistics.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Initial Inspections	60	63			
No Violation Found	0	0	New Residential	0	4
Compliant	8	9	Cost	\$0	\$ 465,000
In Progress	52	53			
City Enforced - Grass Cut	1	1	Res. Additions/Alteratio	16	39
Total Inspections	119	125	Cost	\$135,684	\$ 382,839
<b>Inoperable Motor Vehicles</b>					
Initial Inspections	10	103	Demolitions	0	1
No Violations Found	0	1	Cost	\$0	\$ 3,000
Compliant	7	65			
In Progress	3	14	Commercial	2	19
Vehicles Towed	0	3	Cost	\$533,386	\$ 3,650,282
Total Inspections	20	202			
<b>Trailer Violations</b>			Plumbing	5	43
Initial Inspections	5	25			
No Violations Found	0	2	Electrical	10	45
Compliant	4	17			
In Progress	1	2	Mechanical	13	39
Total Inspections	10	48	Swimming Pool	1	2
<b>Trash/Debris Violations</b>			<b>TOTAL PERMITS</b>	<b>47</b>	<b>192</b>
Initial Inspections	26	74			
No Violations Found	0	3	<b>Building Inspections</b>		
Compliant	10	53			
In Progress	16	42	Residential	107	346
Total Inspections	52	145	Commercial	71	191
<b>Exterior Storage Violations</b>			<b>TOTAL INSPECTIONS</b>	<b>178</b>	<b>537</b>
Initial Inspections	8	37			
No Violations Found	0	1	<b>Permits issued by Zoning</b>		
Compliant	4	47			
In Progress	4	32	Fence	9	15
Total Inspections	16	73	Signs	1	11
<b>Graffiti</b>			Zoning	7	32
Initial Inspections	0	0			
No Violations Found	0	0	Private Farmers Market	1	1
Compliant	0	0	<b>TOTAL PERMITS</b>	<b>18</b>	<b>59</b>
In Progress	0	0			
Total Inspections	0	0	<b>Other Activities</b>		
<b>VA Property Maintenance Code</b>			Water Shut Off/Marked	0	0
Initial Inspections	14	33	Uninhabitable		
No Violations Found	0	2	Court Cases	0	0
Compliant	1	6			
In Progress	13	21			
Total Inspections	28	64			
<b>Zoning</b>					
Initial Inspections	2	19			
No Violations Found	0	0			
Compliant	1	9			
In Progress	1	3			
Total Inspections	4	38			
<b>Signs</b>					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
<b>TOTAL INSPECTIONS</b>	<b>249</b>	<b>697</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT for the past 12 months Colonial Heights City



#### Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights City in March 2017 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,869	8,552	377	4.2	No

*Chesterfield	3.6% unemployment
*City of Hopewell	6.2% unemployment
*City of Petersburg	7.3% unemployment
*Dinwiddie	4.8% unemployment
*Prince George	4.4% unemployment

#### Prospect Activity

Direct Requests for Information:	4
Sites/Bldgs. Submitted	2
Active Projects	2

#### SBDC Project

1 (ongoing)

#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,707 calls for service during the month of April, 2017. During the same month last year, we responded to 3,640 calls for service—a 2% increase. We had two (2) reported robberies this month, and none reported in April, 2016—a 200% increase. One (1) bank robbery and one (1) attempted bank robbery made local news; however, within the week, the individual was identified and arrested for his actions. We had one (1) report of an aggravated assault this April, with one (1) reported during the month of April, 2016—no change. We had no reported burglaries in April, 2017, compared with six (6) reported during the month of April, 2016—a 100% decrease. There were 81 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2017. Thirty-eight (38) of those, or 47%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ For the fourth consecutive month, our calls for service increased. Our shoplifting arrests increased by 30%, which correlated into a 24% increase in all criminal arrests. We are hopeful that this summer, these numbers will go in the opposite direction. Our personnel changes, which include promotions, are just about complete and assignments are being made among the rank and file. While newly promoted Capt. Steve Groat has been out from knee surgery, Capt. Bill Anspach has taken on not only the duties of our **Law Enforcement Services Division**, but also our **Operations**.
- ✓ This past month, we were excited to recognize Captain Wayne Newsome for his 36 years of police service for the City of Colonial Heights. We had a well-deserved celebration that was attended by various city officials, employees, co-workers and law enforcement officials from the counties of Prince George and Dinwiddie, as well as from the cities of Hopewell and Petersburg. It was quite evident that Captain Newsome made a positive mark in the tri-cities area during his tenure.
- ✓ Haley Builders continues their expansion at the Animal Shelter, and things are coming along nicely.
- ✓ Our **Operations Division**, commanded by **Capt. Steve Groat** (currently out on sick leave), reported the following from his personnel. Some of the operational highlights are as follows:
  - Master Officer Bob Clark investigated a hit and run that occurred on the Boulevard. Officer Clark was able to locate the suspect vehicle in the parking lot of Long John Silver's, which was occupied by four juveniles. In addition to the hit and run, the vehicle was found to have been stolen from Virginia Beach. Several charges were placed.
  - Officer Micaulay Fable investigated an incident in which a firearm was discharged on Dogwood Avenue. With the assistance of Master Detective Roger Santini, a suspect was identified and located in Dinwiddie and arrested.
  - Officer Jacob Miller responded to a call inside Southpark Mall in reference to a possible credit card fraud. Officer Fable located three individuals involved and ultimately arrested them for credit card fraud, manufacturing stolen credit cards, and possession of credit card manufacturing equipment.
  - Sr. Officer Robbie Simmons responded to Wawa for four individuals who were acting suspiciously. Once on scene, Officer Simmons arrested all four for possession of heroin.
  - Career Officer Eric Allen conducted a traffic stop on I-95 and made contact with a female. During the investigation, the suspect attempted to give Officer Allen several false names and was subsequently arrested. Officer Allen was able to positively identify the individual and discovered that the vehicle she was driving had been purchased in Pennsylvania under one of her false names. Additionally, \$1,600.00 in currency was seized.
  - Career Officer Allen responded to 7-11 to investigate a larceny. A suspect was located and provided false information to Officer Allen. Same was subsequently arrested and was also found to be in possession of cocaine.
  - B Squad officers responded to People's Advantage Credit Union for an attempted bank robbery. The suspect demanded money from the cashier, but when she asked for assistance from a co-worker, the suspect fled the area. A few moments after this attempt, the Wells Fargo in Petersburg was robbed by the same individual. With the assistance of the U. S. Marshal's Service, our Investigations personnel were able to identify the suspect and make an arrest a short time later.
  - Master Officer Mike Kelley arrested two subjects in the parking lot of Walmart for passing counterfeit currency at Target. Once in custody, additional counterfeit currency was recovered.
  - Master Officer Greg Thinnes assisted Building Inspections personnel with a condemned property at 104 Lee Avenue. Officer Thinnes located two individuals still inside the property and arrested them not only for trespassing, but also for possession of marijuana.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

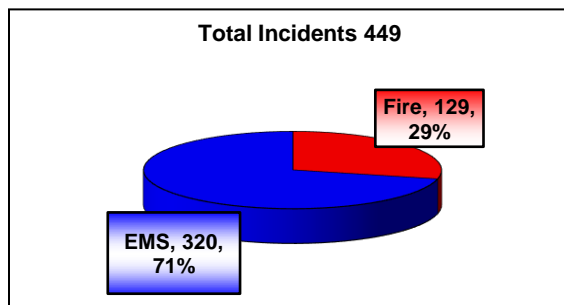
- Colonial Heights Police units assisted Fire Marshall Joe Boisseau with a possession of marijuana arrest on Elmwood Drive. The female juvenile suspect was extremely combative and belligerent, assaulting two police officers and Fire Marshall Boisseau by kicking, spitting and scratching the officers. She was ultimately subdued and placed in a holding cell at headquarters.
- ✓ The **Law Enforcement Services Division**, commanded by **Capt. Bill Anspach**, also reported his division as having a feverish but productive month. Highlights from their reported activities are as follows:
  - DMV Grant Program Manager and the Law Enforcement Specialist did an annual grant/equipment review and inspection, and we passed with flying colors.
  - Members of the LES Division, and other members of the department, assisted with the filming of a country music video on the Boulevard. Singer Brittany Marie is a former fire department employee.
  - The LES Division and our command staff completed our entire policy review.
  - Captain Anspach and Sergeant Renee Walters attended Shieldware training in reference to evidence system conversion in the Property Room.
  - We have now started entering property into our Shieldware database, our records management system. This will eliminate the reoccurring cost of the Evidence Manager system, which recently obtained a malware virus in its stand-alone program and left us vulnerable to tracking and documentation errors.
  - Staff and volunteers assisted with kindergarten registration at all of the elementary schools.
  - Sgt. Walters filmed a segment for *Fugitive Friday* on WWBT Channel 12 featuring a Colonial Heights fugitive.
  - Sgt. Walters assisted Capt. Dann Ferguson at the Crime Solvers Annual Golf Tournament.
  - Sgt. Walters attended a fundraising event for the Crater Foundation at Richmond Raceway.
  - Sr. Officer Kyle Sexton made contact with the various Neighborhood Watch coordinators in an effort to schedule spring/summer meetings.
  - SPO Sexton participated in a Neighborhood Watch meeting for Conjurers Neck.
  - SPO Sexton also participated in the DEA *Drug Take-Back* event at Pickwick Shopping Center, which also included a Shred-It truck and child safety seat check.
- ✓ Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an extremely busy month, with 28 new cases. Twenty-one (21) of those cases were cleared—this included seven (7) cases from previous months, all of which resulted in an 82% clearance rate. We are pleased to report that for the second month in a row, no heroin overdoses were reported, for which we are thankful. We processed 20 concealed weapon permit applications and one (1) massage therapist permit.
- ✓ Some of the division highlights include:
  - Master Detective Thad Johnson cleared by arrest the bank robbery at Bank of America located on the corner of the Boulevard at Temple Avenue. Master Det. Johnson also cleared by arrest a fraud from 2016, where the victim was swindled out of \$250,000.00. The suspect was located and arrested in the State of Georgia.
  - Master Detective Chris Harris investigated, and is still in the process of arresting, those involved in several larcenies from vehicles and stolen automobiles from the Lakeview Avenue area. One subject has been identified, and warrants have been obtained. Several others are pending identification and eventual arrest.
  - Sr. Detective Adam Brandeberry has identified and arrested two (2) subjects responsible for numerous counterfeiting currency charges. Other suspects are pending identification. Sr. Det. Brandeberry also investigated the third-party threat that occurred at the high school. Both Adam and Capt. Ferguson worked throughout the night and early morning to resolve this case so that school could open without interruptions.
  - Master Detective Roger Santini investigated and arrested two (2) individuals in possession of numerous fraudulent identification and credit cards from the states of Ohio and South Carolina. Officers were on scene at a local hotel on a drug complaint, and a search warrant revealed both drugs and the aforementioned items.
  - Seven (7) public nuisance letters were issued pertaining to the use of illegal drugs.



#### IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a productive and successful month. Several foot patrols were conducted in the area of Archer Avenue apartments and numerous arrests were made for narcotics violations (see above list of nuisance letters). There were 13 new cases initiated—all were cleared by arrest. Additionally, SOU members executed two (2) search warrants at city residences. They issued nine (9) traffic summonses; four (4) verbal warnings; and obtained seven (7) felony warrants and 15 misdemeanor warrants. Arrests made this month consisted of the following: 17 for narcotics, three (3) for child neglect, and one (1) for maintaining a common nuisance.
- ✓ Overall as an agency, we made 382 total arrests, worked 89 crashes, wrote 540 traffic citations, executed 832 traffic stops, affected 11 DUI arrests and 45 drug arrests, and issued 23 parking citations.
- ✓ **Career Officer Stacey Arehart** was selected as March's *Employee of the Month* for going "above and beyond" in further investigating an incident that initially began with a burglary report filed by a resident on Springdale Avenue. Several units responded to this call, and officers quickly noted what appeared to be blood and brain matter on the rear deck and grill at the residence. The resident advised that he had a puppy in the residence, but that it had been stolen because a couple of his family members owed drug money. After some questioning by Sr. Detective Adam Brandeberry, this subject was arrested for making a false police report. Although he admitted that no one entered his residence, he was unable to account for the whereabouts of the animal because he had "blacked out."
- ✓ The following day, March 27<sup>th</sup>, Career Officer Arehart made contact with the resident as he was walking down the Boulevard, at which time he admitted to kicking the puppy to death and disposing of it in the river. At that point, Career Officer Arehart charged him with felony animal cruelty and improper disposal of an animal.
- ✓ One of our greatest responsibilities as police officers is to protect those who cannot protect themselves. Unfortunately, we were not able to save this poor animal, but Stacey worked quickly to locate this resident and establish a rapport which allowed him to confess to this terrible crime. We have the utmost confidence that Stacey will follow through on this case to ensure that this subject is held accountable for his actions.
- ✓ Career Officer Arehart's compassion for animals is evident every day in her supervision of our Animal Shelter. She has tremendous initiative in all that she does, and is the ultimate professional. For these reasons alone, we felt that she is most deserving of being acknowledged and rewarded as our *Employee of the Month*.

#### V. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 129**

(Total Fire Loss \$1,520):

**Total Patients transported: 247**

(Total EMS incidents 320)

*Fire units arrived on scene in less than 9 minutes on 96.9% of emergency incidents.*

*(Average response time 4:59 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.3% of emergency incidents.*

*(Average response time 5:13 minutes)*

#### Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	3	Electrical Problem	2	Good Intent Calls	39
Vehicle Fire	1	Power Line Down	5	Public Service	34
Brush/trash Fire	3	Gasoline/combustible spill	1	False Alarm/False Call	7
		Natural Gas or LP gas leak	2	Child Seat installation	2
		Other Hazardous Situations	3	Smoke detector installation	7
				Assist Invalid	20

## V. FIRE & EMS DEPARTMENT (CONTINUED)

M/A First Responder EMS Chesterfield	8	M/A received from Chesterfield Fire	5
M/A given to Chesterfield Fire	1		
M/A given to Petersburg Fire	1		
M/A given to Crater Haz-Mat team	1		
M/A given to Crater Tech Rescue Team	1		

### STAFFING

	<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
<b>Station 1</b>		
<b>Number of Incidents</b>	9	22
<b>Total hours</b>	9 hrs. 8 min.	26 hrs. 38 min.
<b>Station 2</b>		
<b>Number of Incidents</b>	13	17
<b>Total hours</b>	13 hrs. 56 min.	18 hrs. 59 min.

### EMS Mutual aid

M/A given to Petersburg EMS	1	M/A received from Fort Lee EMS	4
M/A given to Hopewell EMS	1	M/A received from Chesterfield EMS	1
M/A given to Dinwiddie EMS	1	M/A received from Hopewell EMS	1

### EMS Transports (by facility)

Southside Regional Medical Center	182	73.68%
Chippenham Hospital	22	8.92%
John Randolph Medical Center	21	8.50%
VCU Health Systems	12	4.86%
St. Francis Medical Center	7	2.83%
Johnston Willis Hospital	1	0.40%
Saint Mary's Hospital	2	0.81%
<b>Total:</b>	<b>254</b>	<b>100%</b>

## VI. FINANCE DEPARTMENT:

**Finance** - Checks processed: 1,053

One alarm citation was processed during April.

**Purchasing** – 178 total purchase orders were completed with 156 being processed by purchasing and 22 departmental purchases being reviewed as compared to 213 being completed for the same period in 2016. In addition, 93 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- Invitation # 17-041402-1062, Lafayette Avenue Sewer Replacement, sealed bid issued on April 19 and due on April 24

**Other Purchasing Activity:**

- The contract was renewed with a local vendor, for the printing of letterhead and envelopes for the City.
- Purchase Order was issued for the waterline repairs at Hamilton and Ridge Avenue, VDOT's sub-contractor Allen Myers, with the City's help, repaired this line once before.
- The contract was renewed with Optima Health Plan for the City's Employee Assistance Plan.
- Purchase Order issued for the replacement of the transformer at the ballfields behind the High School.
- Quotes were received during the month for awnings and signage at Shepherd Stadium. The Certificate of Insurance and Hold Harmless was received by the low bidder, and a purchase order was issued.

## **VI. FINANCE DEPARTMENT (CONTINUED)**

### **Risk Activity:**

- On April 11, a marked police vehicle was struck by another vehicle at intersection of Lee Avenue and Boulevard at the Courthouse. The striking vehicle was traveling south on the Boulevard. This individual was charged with disregarding a traffic signal.
- A street sign was damaged by a hit and run driver, on Lynchburg Avenue. The hit and run driver was later identified as a school student who was taking his sister to school. The father of the driver came to the City's Risk Department to reimburse the City for the charges associated with getting the street sign back up.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,606

Delinquent Notices Sent – 753 or 22.4% with 85 cut off for nonpayment.

\$2,231.14 Set-off Debt Collections received for April.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of April 2017:

### ☆ **Advertisements**

#### **Department**

Finance

Fire & EMS

Public Works

#### **Position**

Meter Reader (Part-time/On-call)

EMS Fire Firefighter

Public Works Technician

### ☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Meter Reader	37	864
Public Works Technician	60	911

### ☆ **Training**

- Employees continue to complete required ICS and VML University training courses.

### ☆ **Miscellaneous**

- The Citizens Government Academy program sessions continued through April 27, 2017. A reception and graduation presentation will be held at the City Council meeting on May 9, 2017.
- Administered the written test phase of the Telecommunicator (Dispatcher) recruitment process on April 10, 2017.
- Participated in the panel interview phase of the Director of Finance recruitment process on April 18 – 20, 2017.
- Announcements for the 7<sup>th</sup> annual Employee Benefits/Wellness Fair & Picnic were distributed to departments and employees. The event will be held on Friday, May 19, 2017 (10:30 a.m. – 2:00 p.m.) at White Bank Park.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 61,420 page views in the month of April.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records Search</li><li>3. Human Resources</li><li>4. City Employees Login</li><li>5. Animal Shelter</li><li>6. Surplus Auction</li><li>7. Yard Sales</li><li>8. Recreation &amp; Parks</li><li>9. Online Bill Pay</li><li>10. Police</li><li>11. Sports &amp; Athletics</li><li>12. Our Government</li><li>13. Records &amp; Property Tax Maps</li><li>14. GIS &amp; Maps</li><li>15. Recreation Programs</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> Canada</li><li> France</li><li> Philippines</li><li> Germany</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> Pennsylvania</li><li> Maryland</li><li> Delaware</li><li> North Carolina</li></ul>
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- ☆ Citizens submitted and city staff processed 311 service requests and questions through the "Report a Concern" module during the month of April. The City of Colonial Heights' Facebook Page now has 4,383 fans and the City's Twitter account has 957 followers.
- ☆ IT staff visited the Colonial Heights High School GIS class (a college level course through James Madison University). As a result of the students' demonstrations and collaboration with IT staff, students will be completing a GIS project map for the City's Appomattox River Trail to be added to the City's website upon completion.
- ☆ Proactive Information Management completed 51.2 hours of IT service and maintenance for City departments this month and also accomplished a server replacement and software upgrade for the Library's catalog and patron records system.

## IX. LIBRARY:

- ☆ The library staff circulated 17,870 titles in April.
- ☆ Three thousand, nine hundred and fifty-two e-books circulated on Kindles. Two hundred and fifty-five e-books and audios circulated on Hoopla, and 248 patrons currently use the service.
- ☆ The public computer center had 1,549 users, while the iPad center was used 98 times.
- ☆ Two hundred and ninety-nine children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 116 groups.
- ☆ One hundred and twenty-one residents registered for new library cards, and an average 595 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In April, the Recreation Division began its Youth and Adult Baseball/Softball Programs. Our youth baseball/softball Opening Day Ceremonies took place on April 21<sup>st</sup> at Shepherd Stadium with over 1,000 spectators attending. Registration for the Summer Playground, Tots and Summer Sports Camp programs also began in April. Staff completed The City Focus information for the Summer 2017 edition that will hit mailboxes the middle of May. We held our 2<sup>nd</sup> Community Campfire, our 1<sup>st</sup> FREE Yoga in the Park program and began our Muddy Boots program in April as well. Staff continues to make preparations for Summer events to include the Great American Campout, Cardboard Regatta and the Annual Dive in Movie and Back to School Festival.

Our ballfields hosted numerous tournaments, practices and games in the month of April to include Colonial Heights High School, the Virginia Breeze, VCU Club Baseball, and USSSA softball tournaments.

Athletics	<u>2017</u>	<u>2016</u>
Adult Softball	24	25
Youth Baseball	264	325
Youth Softball	69	80
Girls Volleyball	21	n/a
Ready, Set, Run	12	n/a
Start Smart Lacrosse	4	n/a
Activities/Programs	<u>2017</u>	<u>2016</u>
Shorty Chef	4	n/a
Muddy Boots	7	n/a
Community Campfire	40	n/a
Explore the Urban Wild	6	n/a
Archery	7	n/a
Mess Makers	2	n/a
Spring Break Camp	20	21
Art & Pizza Party Night	6	n/a
Yoga in the Park	20	n/a
Belly Dancing	7	8
Karate	11	13
Facility Usage	<u>2017</u>	<u>2016</u>
Community Room Attendance	1,050	792
Community Room Reservations	30	19
Pavilion Attendance	1,935	1,305
Pavilion Reservations	33	24
Field Attendance	13,300	5,930
Field Rentals	105	87
Teen Center Attendance-CHHS	4	7
Teen Center Attendance-CHMS	27	19

### Spring Break Camp @ MP Bounce



### Ready, Set, Run



### Violet Bank Museum

	<u>2017</u>	<u>2016</u>
Attendance	255	428

- Collections work

## **X. RECREATION & PARKS DEPARTMENT (CONTINUED):**

### **Agency on Aging**

Activities	2017	2016
Bingo in Center	16	32
Bowling	192	164
Bridge Party	48	48
Bridge Tournament	108	112
BUNCO	18	35
Food Pantry Volunteers	8	N/A
Senior Club Board Meeting	15	12
Senior Club Meeting	66	68
Senior Citizen Dance	93	98
Senior Golf Association Fort Lee	376	472
Sing A-Long	26	14
Volunteer Appreciation Lunch	22	N/A
Awareness/Education	2017	2016
Blood Pressure Check	25	N/A
Diabetes Workshop	16	N/A
TRIAD	2	31
Classes	2017	2016
Bob Ross Painting Video	7	N/A
Colorful Creation Open Paint	35	22
Crochet & Knitting	42	52
Line Dancing Class	70	51
Quilts for Vets	6	9
Sewing Class	20	20
Soap Making	6	N/A
Tap Class	81	71
Tech Savvy	8	9
Watercolor with Faye	22	42
Fitness	2017	2016
Interval Strength Training	25	N/A
Muscles in Motion	157	236
Sit & Let's Get Fit	146	195
Strength & Stretch	292	378
Tai Chi	28	32
Pickleball	49	N/A
Water Aerobics	40	70
Yoga	88	112
Zumba Gold	18	20
Trips	2017	2016
Beautiful at Altria	11	N/A
Monument 10K	7	10
Riverside Theater	23	24
Smithfield Station	11	N/A
Stratford Hall	23	N/A
<b>TOTAL</b>	<b>2,224</b>	<b>2,439</b>
Volunteer Hours	20	18
Meals	2017	2016
Home Delivery Meals	11	15
Site Meals	59	102

### **Agency on Aging**

Transportation	2017	2016
Total Passengers	199	46
Total Trips	400	375
Total Miles	2,878	2,422
Wheelchairs	9	6
Donations	\$174.80	\$142.20
NewRiders	2	6

### **Parks, Horticulture, Buildings & Grounds**

- Laid out and painted fields at Soccer Complex.
- Set soccer goals at Soccer Complex.
- Put together and installed new goals and nets at Soccer Complex.
- Placed benches and trash cans at Soccer Complex.
- Prepped baseball and softball fields as needed for practice and games.
- Painted restroom doors at Shepherd Stadium.
- Began cleaning Fort Clifton for upcoming festival. Blew leaves and removed downed limbs.
- Replaced old carpet in Shepherd Stadium batting cage carpet.
- Installed new net of B field batting cage and carpet
- Repaired vandalism to gazebo at Floral M Hill Park.
- Cleaned air registers at City Hall.
- Removed, caulked, and reinstalled air vent at Courthouse that was leaking from rain.
- Mulched flower beds as needed.
- Fertilized 60 shrubs at Violet Bank Museum.
- Checked ornamental trees at sites for winter damage.
- Pruned trees and removed suckers on trees at Temple Ave.
- Set up and participated in Arbor Day ceremony.
- Weeded and trimmed flower beds at sites as needed.
- Participated in City Clean Up Day.

## **XI. OFFICE ON YOUTH & HUMAN SERVICES:**

### **➤ Youth Advisory Council Activities**

- 16 YAC Members and YAC Advisor Attended April YAC Meeting
- 11 YAC Members and YAC Advisor Planted Pinwheels with Swift Creek Woman's Club and the Domestic Violence Task Force
- 7 YAC Members, YSC Member and YAC Advisor Cleaned Roslyn Road and James Avenue for City Wide Clean Up
- 6 YAC Officers and Nominees, and Advisor Met to Plan for Monthly Meeting

### **➤ Youth Service Commission**

- Did not meet in April

### **➤ Kids' After School Program**

- KAP enrollment: Tussing Elementary-21, North Elementary-19, Lakeview Elementary-11, CHMS-14
- KAP Facts: 11 staff; 1 VSU Work Study Intern, 3 Social Work & 1 Criminal Justice Interns, 22 volunteers (VSU), 28 Volunteers (Matoaca HS), 8 volunteers CHHS and 2 Liberty University.

### **➤ Substance Abuse Prevention Activities**

- No teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony.

### **➤ Ongoing Monthly Meeting/Trainings**

- Kiwanis Meetings/Board Meeting/Terrific Kids/KKids
- Trauma and Resilience Training for Trainers
- CAAN-DUU Coalition
- Interagency Prevention Team Meeting –7 review cases
- Psychological First Aid – CERT Training
- COBE Conference
- Children's Mental Health Symposium
- Colonial Heights Food Pantry Board Meeting, Volunteer Appreciation Dinner
- Juvenile and Domestic Violence Task Force
- CADRE Coalition, CHHS CADRE
- Colonial Heights School Board Meeting
- FAPT meetings
- Smart beginnings/School Readiness
- Southside Trauma Informed Care Network
- System of Care Workgroup
- Community Coalitions of VA Board meeting
- Heroin & Opioid Prevention Task Force
- Families First Advisory Board
- Children's Policy and Management Team

### **➤ Diversion Program Participation**

#### **• Community Service**

10 youth completed 98 hours of Service Learning

#### **• Shoplifting Diversion**

15 youth and a parent attended the Shoplifting Diversion Program

#### **• Active Parenting of Teens**

No parents are currently participating in "Active Parenting"

#### **• Teen Life Skills**

4 youth currently enrolled in "Teen Life Skills"

## **XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):**

- **Miscellaneous Youth Services (Non DJJ)**

No youth completed hours of Community Service

4 Youth Completed Course Work for “Teen Life Skills”

- ✓ Attended HOBY Virginia Board of Directors Meeting
- ✓ Shared Information with 36 Students at Career Day at Colonial Heights Middle School
- ✓ Presented Department Information at American Legion Membership Meeting

## **XII. FLEET MAINTENANCE:**

	<b><u># Workorders</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
2017	75	\$24,180.85	2	\$ 568.10
2016	76	\$26,032.58	2	\$2,828.86

Sublet repairs consist of:

Exhaust work	\$374.90
Tire repair	\$193.20